



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Title I, ESEA Section 300 Education Annex, 156 Trinity Ave., SW	Application Number 74-359-A	
Application Number		Date Received JUN 22 1978	Date Completed JUL 12 1978
2. Person to Contact Billy Tidwell		Working Title Director	Telephone Number 656-2436
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-359 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1966 Latest To Date		5. Records Series Title (followed by title used in office, if different) EDUCATIONALLY DEPRIVED CHILDREN FEDERAL PROJECT (TITLE I, ESEA) FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Title I, Elementary and Secondary Education Act (ESEA) Unit administers the Federal Title I program for preschool and regular school population in local school systems who meet the identification criteria and institutionalized neglected or delinquent children.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the application, development and implementation of Title I, ESEA, compensatory programs in local school systems and institutions for neglected or delinquent children. Included are: applications (DE Forms 0370 & 0432); approvals (DE Form 0688); monitoring (DE Form 0780); AFDC count (DE Form 0689); school comparability count (DE Form 0279); re-allocation of unused funds (DE Form 0289); children in local institutions (DE Form 0889); low-rent housing (DE Form 0835); high-low income (DE Form 0690); AFDC computer print-out (DHR); and related correspondence. File is arranged: alphabetically by school system.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 100; Seven to twelve months old 75; Thirteen to twenty-four months old 25; twenty-five months and older 2?			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers 8; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 45CFR99
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Local school systems, partial duplication in accounting.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	3	years.
b. Statute of limitation	0	years.	e. Administrative need	5	years.
c. Federal law	5	years.	f. Federal retention instructions	3	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

P.L. 93-380, Section 510
45CFR 100b.477

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other After submission of annual expenditure report; then:

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

- (1) AFDC (Aid for Dependent Children) EDP Printouts: Transfer to State Records Center; hold 5 years; then destroy if no unresolved audit findings exist. *
- (2) Non-expendable property records: Hold in current files area three years after final disposition of property; then destroy. *
- (3) All other Title I records: Hold in current files area 2 years (or until audit findings have been resolved); transfer to State Records Center; hold 3 years; then destroy. *

* Except that files for years ending in 1 and 6 will be transferred to the State Archives for permanent retention (rather than destroyed or transferred to the State Records Center and then destroyed).
These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	6-20-78	Walker L. Baumgardner	6-16-78
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	7-11-78
Secretary of State/Designee		Carroll Hart	7-7-78
Attorney General/Designee		<i>[Signature]</i>	7-12-78

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date August 1, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 46		Date Received SEP 17 1974	Application No. 74-359
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Office of Instructional Services, Div. of Compensatory Room 300, Education Annex Atlanta, Georgia 30334		4. Person to Contact Billy Tidwell	
		5. Working Title Coordinator	6. Tel. No. 2436

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1966 - to date	9. Exact Series Title EDUCATIONALLY DEPRIVED CHILDREN (TITLE I) FEDERAL FUND APPLICATION FILES
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10. What is the function of the office in which this record series is created?

The Office of Instructional Services, under the direction of the Associate Superintendent of Schools, is responsible for the development and implementation of the curriculum for Georgia Schools from kindergarten through post-secondary technical and adult education. Included are the administration of the State owned schools (Compensatory Education Division); the development of instructional methods and guidance counseling techniques for use by local school systems in the State (Curriculum Development and Pupil Personnel Services Division); the certification of teachers in the State and the improvement of their skills (Program and Staff Development Division); the development of programs involving special education and early childhood education (Early Childhood and Special Education Division); the development and operation of the media (educational television, film library, and library media) services for the Department (Educational Media Services Division).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the Applications by local School Systems for Federal Funds (Title I, Elementary and Secondary Education Act of 1965) for Educationally Deprived Children.

Included are:

- (1) Application form: DE Form 0370
- (2) Related Correspondence

Files are arranged by year and then under alphabetically by school system.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	54	82	FLOOR SPACE OCCUPIED (Square Feet)	8	12		
Legal-size File Drawers				In Office(s)	In Storage Area(s)		
				60			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				5	2	1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [X] []
- 14. Is there a duplication of this series in another office or agency?
Accounting has a copy for payment. [X] []
- 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. In Departmental Annual Report [X] []
- 16. Does the series contain classified information requiring security handling? [] [X]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
- 18. Could the function be performed if the files were lost or destroyed? [X] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
- 20. Does the record series provide data as input to an EDP file? [] [X]
- 21. Does the record series contain documentation produced as EDP printout? [] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? GFR-IV 1.16 CFR 45/116.54 [X] []
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:
a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [X] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)
CFR 116.54

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:
[X] Hold in the current files area _____ month(s)/ 2 year(s):
[X] Transfer to [X] State Records Center [] Local Holding Area; hold 3 year(s):
[X] Destroy, except that files for years ending in 1 and 6 will be transferred to State
[] Transfer to State Archives for permanent retention. Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify)
In the event of an audit question; hold the records involved until the resolution of the audit question.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) Date		OTHER REQUIRED SIGNATURES		DATE
Glen A. Spauldine				8-1-74
26. Recommendations Agency Head/Designee in paragraph 25 [X] Approved [] Disapproved are:		W. G. Lantry		9/17/74
State Auditor/Designee [X] Approved [] Disapproved		William M. Hagan		10-23-74
Secretary of State/Designee [X] Approved [] Disapproved		Carroll East		10-16-74
Attorney General/Designee [X] Approved [] Disapproved		R. M. D. Sheel		10-24-74

STATE RECORDS COMMITTEE